

~~C-O-N-F-I-D-E-N-T-I-A-L~~

INSTRUCTIONS FOR ADMINISTRATION OF ATTACHED JOT'S

- ~~1. The staff or division to maintain time and attendance records during the period of this attachment.~~
- ~~2. Overtime to be reimbursed only if it has been approved by the Chief/JOTP prior to performance.~~
3. Any leave to be worked out with the supervisor and final approval to be given by the Chief/JOTP.
4. Any security violation by this JOT to be handled in the manner that is appropriate to the division or staff. Chief/JOTP to be notified in this event.
5. Supervisors to execute any fitness reports covering the time period of this attachment. The Chief/JOTP to countersign any such reports.
6. Supervisors to provide job performance data to the Chief/JOTP when the JOT enters a promotion zone of consideration.
7. The JOT will furnish the Chief/JOTP with a progress report for the first and second months of attachment and every two months thereafter. Items desired include:
  - a. description of activities;
  - b. plans for next reporting period;
  - c. names and titles of supervisors;
  - d. assessment of value of present experience;
  - e. any constructive suggestions.

These reports should be to Chief/JOTP via the supervisor.

8. JOTP is located in Room 2B13, Alcock Hall, expansion.

Any questions should be addressed to

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